

DD/S 73-0404

EJ  
2 FEB 1973

**MEMORANDUM FOR:** Director of Communications  
Director of Finance  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training  
Chief, Support Services Staff

**SUBJECT** : Personnel Reductions for FY 1974

**REFERENCE** : Multiple adse memo dtd 16 Jan 73 fr Chief, DD/S  
Plans Staff, subj: FY 1974 Congressional Budget  
Control Figures (DD/S 73-0168)

1. In referent memorandum, we provided Office personnel ceilings as approved for the FY 1974 Congressional Budget.

2. Revised staffing complements to reflect the FY 1974 year-end ceiling should be prepared for your Office and submitted to the Office of Personnel not later than 15 May 1973. This will allow us to begin FY 1974 with a current position structure and clearly identified component ceiling goals to be reached by 30 June 1974. It is expected that reduced component staffing complements will be established at levels that will result in an Office average grade no higher than currently authorized. Exceptions will be considered only when strong justification is presented. No change in FY 1973 ceiling levels is required but you are urged to reduce on-duty strength as quickly as possible to minimize the impact on FY 1974 activities.

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*Is this a firm order?*  
3. I plan for the adjustments to Directorate supergrade positions called for by the Executive Director-Comptroller's 14 December 1972 memorandum to be included in the revised staffing complements to be submitted in May 1973.

SUBJECT TO GENERAL DECLASSIFICATION SCHEDULE  
OF E.O. 11652, AUTOMATICALLY DOWNGRADED AT  
TWO YEAR INTERVALS AND DECLASSIFIED ON

December 1979.....

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4. Our objective of reaching reduced personnel ceilings by 30 June 1974 with minimum disruption of activities is a challenging one that will require thoughtful effort by each Office Director and senior managers in general. As in past years, most of the reduction in ceiling will be achieved through attrition and controlled entry on duty of new employees. It is important, therefore, that recruitment plans be carefully developed to fill vacancies when critical skills are required and to provide for junior personnel essential to the long-range vitality of the Agency.

5. After submission of new staffing complements in May 1973 and preparation of recruitment plans, all components and Career Services should compare projected attrition and essential personnel gains and at least tentatively identify numbers and, if possible, individuals whom they may be unable to accommodate after 30 June 1974. This exercise should be completed not later than 22 June 1973 and a report made to the Deputy Director for Support for submission to the Executive Director-Comptroller.

6. The hiring and promotion freeze imposed on the Agency has been removed. Promotions will, of course, be limited to the extent allowed by your Career Service Grade Authorizations. In addition, it is essential that your new hires and promotion rates be at levels that can be accommodated within the funds provided in your FY 1973 and FY 1974 budgets.

W/C  
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John W. Coffey  
Deputy Director  
for Support

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